

# Miami Township Fire and EMS Operating Procedures



**TITLE:**

TRAINING, EDUCATION AND PROFESSIONAL DEVELOPMENT OPERATING PROCEDURE

**#1301**

**EFFECTIVE DATE:**

11/15/2013

**DATE AMENDED:**

09/18/2015

**REVIEW DATE:**

09/18/2016

**APPROVED BY:**

Chief Steve Kelly

*This Operating Procedure shall take effect immediately and shall remain in effect until superseded.*

## PURPOSE

Establish an Operating Procedure (OP) to describe the training procedure for employees of Miami Township Fire and EMS (MTF&EMS).

## SCOPE

These Procedures apply to all personnel of the department.

## PROCEDURES

### A. Certification

1. It is the responsibility of the individual to maintain their certification as required by the State of Ohio and MTF&EMS. The Township's responsibility is to verify and ensure the continuing competency of its employees.
2. Loss of or failure to maintain Ohio Department of Public Safety (ODPS) certifications as required by the employee's current position classification shall be cause for corrective action and/or reclassification and demotion.
  - a. Personnel may petition the Fire Chief or his/her designee for permission to drop a particular certification that is not directly required by the job description.
3. The employee is responsible for providing the Training Captain with copies of all current certifications, valid driver's license, Boy Scout Youth Protection, department required National Incident Management System (NIMS), continuing education certificates, current address and contact information.
4. Recertification of ODPS certifications (EMS, fire, inspector and/or instructor) is the responsibility of the individual; the Training Captain will assist the individual with the recertification process.
  - a. ODPS certification audits are the responsibility of the individual. The Training Captain will assist the individual with the audit process. If a member is audited by the ODPS, the Training Captain will provide the employee with their completed training documentation.

### B. Training Records

1. Individual training records will be maintained by the Training Captain. These records will include training attendance, training hours, certificate copies and objective based performance results.
2. Personnel are required to submit a copy of all continuing education certificates, ODPS certificates or evidence of training to the Training Captain for submission to their file. This is necessary to confirm an individual is properly maintaining their certification(s).



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3. The Training Division also maintains training lesson plans, the *Training Resource Manual(s)* and a schedule of classes offered by the fire department and outside agencies.

### **C. Training Equipment Aids**

Training equipment (mannequins, audio-visual equipment and materials, etc.) may be used by department personnel when conducting training outside the department with prior approval from the Training Captain. Requests for such use shall be made with sufficient notice and scheduled to avoid conflicts with the department's needs. All equipment shall be returned promptly and in clean, working order. Any equipment problem shall be reported immediately to the Training Captain.

### **D. Training Advisory Committee**

1. The Training Advisory Committee (TAC) shall be comprised of the Training Captain and three (3) full-time employees who are fire instructors and three (3) full-time employees who are EMS instructors.
2. The TAC shall meet quarterly at a minimum, but other meetings may be convened as needed. The committee will submit a copy meeting minutes to the Fire Chief or his/her designee.
3. The committee will be responsible for developing and implementing a Mission Statement for the Training Division as well as goals and objectives which will be approved by the Fire Chief or his/her designee.

### **E. Training Attendance**

1. All members must participate in all training conducted during their tour of duty. Members may be excused by advance request to the Training Captain.
  - a. 40-hour employees shall make an effort to attend and participate in at least one of the scheduled training sessions.
  - b. All members must complete the monthly paramedic protocol, Operating Procedure and Fire Inspector (as applicable) tests each month.
2. When State or nationally recognized program such as ACLS, Hazardous Materials Awareness, BTLIS, and etc. is offered by the department an employee with a current certification in that course may be excused by the Training Captain. To be excused, the employee must contact the Training Captain at least two (2) weeks prior to the scheduled date and must present a current copy of the appropriate certificate.
3. Any member may request their total accumulated training hours from the Training Captain.
  - a. If it is found that an individual's training hours are deficient, the hours will be provided to the individual, their immediate supervisor and the Assistant Chief.
  - b. The individual will be counseled on the deficiency and instructed to meet the required training hours during the following quarter.



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- c. If the employee fails to comply with the requirement during that quarter they will be issued a documented verbal warning in accordance to the *Miami Township Personnel Policies and Procedures*. Continued deficiencies will be cause for escalation in the corrective action issued.